

1952

## Faculty Handbook (1952-1953)

Moorhead State Teachers College

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**1952-1953**

# **Faculty Handbook**

*Moorhead State Teachers College*

**Office of the President**

This is the fourth edition  
of the Faculty Handbook.  
It is designed for the convenience of the staff. Each faculty member is entitled to two copies, one for college use and one for home use. It is hoped that each faculty member will find this edition of the Faculty Handbook of real value.

## THE COLLEGE CATALOGUE

Faculty members should make themselves thoroughly familiar with the current catalogue so as to be informed concerning the organization and the regulations of the College.

The Student Handbook contains much information which is also of interest to the faculty--grades and honors, student load, withdrawals, regulations governing class absences, etc. A copy of the Handbook may be obtained in the Student Personnel Office.

### PROCEDURES FOR CURRICULUM CHANGES

The following schedule for the implementation of the procedures for making curriculum changes has been adopted in order to obviate hurried changes and delays in the publication of the annual catalogue:

1. March 1 shall be the last date on which divisions and departments or committees of the councils may recommend curriculum changes for the 1953-54 catalog to the Council on Advisement and Specialization, the Council on General Education, and the Council on Professional Education.
2. April 1 shall be the last date on which any of the three foregoing councils may recommend curriculum changes to the Council of the Faculty.
3. All catalog material that involves changes will be acted upon by the faculty at its first meeting after May 1. The recommended changes will reach the faculty through the minutes of the meeting in which the changes are determined.

## FACULTY COMMUNIQUE

The President prepares in mimeographed form, whenever the occasion arises, a communique concerning the educational and administrative policies of the College. This year Series XII will provide official information to the faculty.

Copies of the following recent communiques, which may be of special interest to new faculty members, may be obtained in the President's Office.

Series VIII, No. 8 - Mid-Quarter Reports

No. 10 - Sick Leaves

No. 11 - Absence from Campus

No. 12 - Leave of Absence

No. 14 - Professional Contacts

Series IX, No. 5 - Faculty Tenure Regulations

Series X, No. 8 - Graduation Requirements for Transfer Students

No. 12 - Procedures for Curriculum Changes

No. 15 - Salaries

Series XI, No. 6 - Faculty Load

Series XII, No. 2 - Student Help



## TEACHING LOAD

The normal teaching load in the College is 16 hours a week, in the College High School 20 hours a week, and in the Elementary School the entire work of one grade with the exception of physical education. This load constitutes approximately 75 per cent of the amount of time each instructor is expected to give to the College and to the College High School respectively; approximately 25 per cent of the teacher's load consists of such responsibilities as attending committee meetings, taking charge of activities, etc. In terms of teaching load, work in activity courses such as physical education, industrial arts, music, science laboratories, etc. is given two-thirds of the value of theory courses.

The teaching load for members of the administrative staff is dependent upon their responsibilities other than teaching. With few exceptions all members of the academic and professional administrative staff teach at least half time and, unless their administrative responsibilities require more than one-fourth time, carry a full teaching load.

## ACADEMIC FREEDOM

No limitation shall be placed upon the teacher's freedom in the exposition of his own subject in the classroom so long as the statements are not definitely anti-social. No teacher shall claim as his right the privilege of discussing in his classroom controversial topics obviously outside his own field of study. The teacher is morally bound not to take advantage of his position by introducing into the classroom provocative discussions of irrelevant subjects. The College recognizes that the teacher, in speaking and writing outside the institution, is entitled to precisely the same freedom, but is subject to the same responsibility, as attached to other citizens.

## CONVOCATION, FACULTY MEETINGS, AND COMMENCEMENT

Faculty members are expected to attend all faculty meetings and convocations and participate in the commendement exercises. Academic garb is worn to commencement exercises. Arrangements may be made with the Secretary to the President to rent academic garb for this occasion.

Convocations are held during the day in the auditorium of Weld Hall. As faculty and students are expected to attend, no conferences or appointments should be scheduled during convocation hour. Attendance at convocation is not expected of the faculty of the laboratory schools although teachers are urged to attend if they have no conflicting assignments. Faculty and students are also expected to attend evening programs.

Regular faculty meetings are held; special meetings are called as the occasion demands. If a member of the faculty finds it impossible to attend any one of these meetings he should report that fact to the President prior to the meeting.

## SALARY CHECKS

For the year 1953, payments to the faculty will be made semi-monthly on the 15th and last day of each month. The distribution of salary checks on pay-day nearly always advances an unearned increment of the month's salary. Should a faculty member withdraw from his position following receipt of his check, he will be expected to return to the College the unearned balance.



## FACULTY GROUPING

The State Teachers College Board has adopted a faculty salary schedule which includes the classification of faculty members into groups. The basis on which faculty members are classified, and the criteria for promotion from any group to a higher group and for merit increases includes such factors as:

1. Academic preparation
2. Instructional skill
3. Cooperative capacity
4. Institutional and community leadership
5. Sensitivity to professional growth

The minimum academic qualifications for the five groups are as follows:

Group I - Earned and completed doctor's degree

Group II - Earned doctorate or completed master's degree plus two full years of graduate residence credit

Group III - Earned and completed master's degree plus one full year of graduate residence credit

Group IV - Earned and completed master's degree

Group V - Less than master's degree

## FACULTY SALARIES

"The following salary ranges (for nine months' employment), salary steps, salary merit increases, and economic salary increments for the college years in the biennium ending June 30, 1953, are established for professional-academic positions in all state teachers colleges, except those of administrative personnel, in the unclassified service of the state civil service:

Salary Steps	Groups				
	I	II	III	IV	V
Maximum	\$6000	\$5300	\$4600	\$3900	\$3000
8	5952	5208	4560	3840	2976
7	5808	5064	4440	3720	2880
6	5664	4920	4320	3600	2784
5	5520	4776	4200	3480	2688
4	5376	4632	4080	3360	2592
3	5232	4488	3960	3240	2496
2	5088	4344	3840	3120	
1	4944		3720		
Minimum	4800	4200	3600	3000	2400
Economic Salary Increments					
One	144	144	120	120	96

Each economic increment is subject to the legal provision which governs salaries for all State employees. If there is no change in the Bureau of Labor Statistics of the U. S. Department of Labor Cost-of-Living Index, salaries will be those given in the Certificate of Employment. Salaries will increase or decrease in accordance with the fluctuation of the index determined by the Director of the State Civil Service Department.

In the current year, U. S. Cost-of-Living Index rose sufficiently to advance faculty members one step in the salary schedule.



## ABSENCE FROM THE CAMPUS

'... no employee of any one of the State Teachers Colleges, classified or unclassified, shall be absent from duty without the permission of the president of the college concerned.' Provision for implementing this regulation is made through an application form which is available in the office of the President.

When an absence is incurred by special assignment, except in the case of absence in the regular line of duty, the procedure of filling out the blank should be followed.

## OFFICE HOURS

Faculty members should establish office hours for consultation with students, and report the hours to the President's secretary for inclusion in the Faculty Directory.

## LATE ARRIVAL AND EARLY DEPARTURE

Faculty members who report for work late at the beginning of a quarter or leave school before the end of a quarter are subject to a loss of salary in proportion to the number of days lost from work.

## LEAVE WITHOUT PAY

Upon request an employee may be placed upon leave of absence without pay on the recommendation of the President and the approval of the Board. No leave without pay shall extend for a period greater than a year.

## SICK LEAVES

...a fifteen-day sick leave shall be credited to all new unclassified employees at the time of their appointment to cover possible illness during their first year. Thereafter they shall be entitled to one day of sick leave for each month employed.

Sick leave shall be granted upon the authority of the presidents of the various colleges for absences made necessary by reason of illness, injury, exposure to contagious diseases which may endanger the individual or the public health, or illness or death in the immediate family of the employee making it necessary that the employee be absent from his duties. The amount of sick leave granted will be calculated at the rate of five days per calendar week. Holidays and non-work days occurring at the beginning, the end, or within any sick-leave period shall not be charged against the employee.--  
Minutes of the State Teachers College Board

To administer the sick-leave regulations a record of all absences incurred for reasons listed in the Board minutes is necessary. The absentee should report immediately if possible. Forms for that purpose are available in the office of the President. All absences should be reported directly to the President through his secretary.

## EMPLOYMENT OF SUBSTITUTES

Arrangements for substitutes, including both personnel and remuneration, must be made through the Office of the President.



## SABBATICAL LEAVE

A faculty member is eligible for sabbatical leave after having been a full-time member of a Minnesota State Teachers College faculty for at least six years.

The purpose of sabbatical leaves is to give the individual faculty members opportunity to extend their education and training to enrich their lives so that they will become more valuable members of their college faculty.

Sabbatical leaves should be for one academic year with remuneration at the rate of one-half of the regular salary. In some instances a leave may be granted for a part of a year, but not less than one college quarter, with half pay for that period.

It is required that a faculty member return to his college after his sabbatical leave for at least one year of academic service. If he fails to do so, he will be required to refund to the college the money he was paid by the college during his sabbatical leave.

## TENURE

No member of the faculty shall be considered as having permanent or continuous tenure until after the expiration of a period of three years. During this probationary period an instructor shall be appointed for terms of one year, with the understanding that reappointment beyond this period places him upon permanent or continuous tenure. Permanent tenure cannot be secured without meeting the minimum requirements of the master's degree or equivalent (as defined by the American Association of Colleges for Teacher Education).

Certificates of appointment are transmitted annually (in triplicate) by the President as evidence of renewal of contract. One of these is to be retained by the instructor. The remaining two copies must be returned to the President within two weeks of the date of receipt.

## RETIREMENT

All staff members and employees, administrative and otherwise, of the teachers colleges shall retire at the age of sixty-eight. Where the sixty-eighth birthday falls within the college year, retirement shall take place on August 31 of that year.

Staff members automatically become members of the retirement fund.

State Teachers Retirement Fund.--All teachers and those engaged in educational administration, who have attained the age of twenty-five years, in the State Teachers Colleges are members of the State Teachers Retirement Fund.

Members, through the fiscal officer of their college, pay into the fund a sum equivalent to five per cent of their annual salary; however, no payment shall exceed \$175.00 per year.

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## THE FACULTY ASSOCIATION

The membership of the Faculty Association includes all members of the instructional staff of the College and other members of the staff on the unclassified list who shall have paid the regular membership dues of \$2.00 per year. Special assessments may be made by vote of the members of the Association.

The purpose of the Association is to promote the welfare of the faculty of M.S.T.C. and to cooperate with the other Minnesota State Teachers Colleges in the promotion of the welfare of the faculties of these colleges as a group.

The Inter-Faculty Policies Committee consists of two representatives from each of the five faculties of the Minnesota State Teachers Colleges. This Committee determines the policies that are to be followed in working for the interests of the faculty members. It is also active in promoting legislation that is of interest to faculty members.

## SMOKING ON THE CAMPUS

Smoking on the campus is not considered a moral issue for either men or women or for students or faculty. Students and faculty are permitted to smoke in offices, including the Faculty Rest Room, and in the Student Center. Smoking is prohibited in classrooms, in corridors, and in entrances to buildings, including the front steps of MacLean Hall. Smoking is also prohibited in the Library and in laboratories.

## FACULTY DIRECTORY

Abbreviations for office assignments and addresses:

CS - Campus School	Dormitories --
HS - High School	B - Ballard Hall
M - MacLean Hall	C - Comstock Hall
PE - Physical Edn	Wh - Wheeler Hall
W - Weld Hall	

Snarr, O. W.	M217a	President	1301 5 Av S	3-2062
Thurber, C. H.	M217c	Business Manager	918 10 St S	3-3303
Addicott, Harold B.	M126	Geography	617 5 St S	3-1051
Adelberg, Arthur	CS104	Supr, Fourth Grade	611 14 St S	3-3954
Anderson, Donald	PE154	Dept H, PE, & Rec	1022 5 St N Fargo	2-4635
Bartels, Alice	W204	Dept of Music	509 12 St S	3-3213
Bierhaus, Fred W.	PE154	Dept H, PE, & Rec Dir, Ballard Hall	Ballard	3-2378
Boudrye, Mason R.	W14	Div, Sci and Math	906 12 St S	3-4509
Brand, Werner E.	CS220	Math, Col High Sch	601 14 St S	3-3605
Camp, Bertha M.	CS142	Supr, Fifth Grade	901 10 St S Fargo	2-1946
Cater, Catherine	M203	Div, Lang and Lit	Wheeler	3-1001
Corneliussen, Alice	CS132	Prin, Col Elem Sch	Comstock	3-1138
Dillon, Frances	M236c	Dean of Women	810 1/2 10 St S	3-0708
Dodds, Dorothy	CS119	Supr, Kindergarten	604 5 Av S	3-0345
Domek, Roy	PE154	Dir of Athletics	902 11 St S	3-0284
Erickson, Allen G.	M201	Div, Lang and Lit	508 10 St S	3-3868
Foreman, Earl	M236a	Dir of Adm, Rec, and Evaluation	1022 5 Av S	
Frick, Flora M.	M232	Chm, Dept H, PE, Rec	906 11 St S	3-1835



Gill, Bernard T.	Libr	Head Librarian	1215 2 Av S	3-3970
Glasrud, Clarence A.	M2D2	Act'g Chm, Div, Lang and Lit	422-6 St S	3-1843
Grantham, Virginia	M325	Foreign Languages	612 1/2 Center Av	3-1605
Green, E. Fern	M227b	Div, Lang and Lit	711 11 St S	3-0552
Gregerson, Grace	CS114	Supr, Sixth Grade	1305 3 St N	2-1143
		Fargo		
Guerts, Donald	W8a	Dept, Ind Arts	619 14 St S	3-4279
Hanson, Lois Ann	CS136	Supr, Third Grade	1315 5 Av S	3-3638
Harmon, H. D.	W109	Chm, Dept of Music	1330 3 Av S	3-3621
Heaton, Paul	M332c	Chm, Dept Bus Ed	418 Elmwood Av	2-0547
		Fargo		
Holen, Ragna	W207	Home Economics, CHS	906 7 Av S	3-4453
Holman, Iletta	CS202	Art, College HS	Wheeler	3-0709
Holmquist, Delsie W.	W204	Dir, Lower Divisions	Comstock	3-3304
Jenkins, John M.	M236d	Dean of Men	904 13 St S	3-2923
Johnson, Dorothy	M3Q4	Div, Social Studies	911 10 Av S	3-0720
*Johnson, Nels N.	M319a	Department of Art	301 Dudrey Ct	3-1160
Johnston, Jane	CS209	Sci and Math CHS	1306 11 Av S	3-2634
King, Genevieve N.	W101	Chm, Div Sci & Math	1324 5 Av S	3-2205
Kise, Joseph	M240	Chm, Div Soc Stud	812 6 Av S	3-1176
Kivi, E. Karen	Libr	Librarian	1324 5 St S	3-2205
Lee, Ralph	CS220	Business Education	1316 11 Av S	3-1447
Lindquist, Evangeline	PE148	Nurse	1016 6 Av S	3-1735
	CS109			
McKellar, Jessie	PE151	Dept H, PE, & Rec	Comstock	3-3304
Meinecke, Addison L.	W14	Div, Sci and Math	524 10 St S	3-2184
Murray, Byron D.	M227c	Dir, Upper Divisions	Elmside RR 1	3-4294
Olson, Vernon E.	M332a	Div, Professional Education	1211 1 1/2 St N	2-4005
			Fargo	
Perlman, James S.	W2	Div Sci and Math	1026 12 Av S	3-1792
Petrie, Viola	CS209	English, CHS	1306 11 Av S	3-2634

Robbins, Glaydon D.	CS111	Dir, Professional Education	903 1 Av S	3-0831
Scherfenberg, Laura	CS124	Supr, First Grade	408 10 St S	3-4139
Schueller, Lorraine	M332b	Social Studies, CHS	706 6 St S	3-1108
Seidenkranz, Walter	M246	Div, Lang and Lit	717 14 St S	3-2734
Smith, Marion V.	M304	Div, Sci and Math	601 11 St S	3-0025
Smith, T. Edison	PE154	Dept H, PE, & Rec	1212 12 St S	3-0380
Solem, Lyl R.	CS202	Engl, Soc Stud CHS	923 7 Av S	3-0267
Sorensen, R. R.	M236b	Dir, Placement and In-Service Educ	1315 5 Av S	3-3638
Sorknes, Marie A.	M308	Div, Professional Education	Comstock	3-1138
Tainter, Ethel	M244	Div, Lang and Lit	711 11 St S	3-0552
Thompson, Neil B.	M243	Div, Soc Stud	623 14 St S	3-4359
*Ursin, Otto	W8a	Dept, Ind Arts	611 14 St S	3-3818
Valenti, Jasper J.	CS212	Prin, Col High Sch	613 14 St S	3-3947
Votapka, Ray L.	W205	Dept of Music	631 14 St S	3-2398
Wegner, Marlowe	W8a	Dept, Ind Arts	1215 7 St S	3-3201
Wenck, Maude	W204	Dept of Music	502 Center Av	3-0014
Williams, Matilda A.	M313a	Chm, Dept of Art	1110 7 St S	7637
		Fargo		
Williamson, Mary B.	CS133	Supr, Second Grade	711 11 St S	3-0552
Wooldrik, Marvel	CS206	Librarian, Elem Sch	509 12 St S	3-3213

\* On Sabbatical Leave 1952-53



# CLERICAL STAFF

Aadland, Joyce	PO	Post Office Exchg	1002 4 Av S	3-0849
Camrud, Dorothy	M217c	Business Office	1016 10 Av S	3-3382
Fevig, Jessie	CS212	CHS Princ Office	1019 5 Av S	3-0448
Holmberg, Thelma	M217c	Business Office	520 15 St N	3-2130
Johnson, Gladys	M217b	President's Office	1116 6 Av S	3-1977
Kaelberer, Lorraine	M227	Personnel Office	1032 12 St N Fargo	2-3432
Lewis, Beatrice E.	M217c	Business Office	803 11 St S	3-0197
Lidstrom, Virginia	M217c	Business Office	418 11 St S	3-3833
Lyster, Dorothy	M236	Admissions Office	1315 7 Av S	3-3992
Mortrud, Lois	CS111	CS Dir Office	1023 7 Av S	3-2096
Perkins, Elnear	M236	Placement Office	118 4 Av SE West Fargo	2-0375
Robinson, Betsy	M204	Dir Lower Divn Off	116 6 Av A	3-1130
Solien, Ruby	M108	Bookstore	406 11 St N	3-1607

# SPECIAL SERVICES

Dahl, Millie H.	Dorm & Food Service Director	Comstock	3-1138
Hansen, Ellen	Supervisor, Student Center	810 10 St S	3-1797
Holman, Iletta	Dormitory Counselor	Wheeler	3-0709
Bierhaus, F. W.	Director, Ballard Hall	Ballard	3-2378
Thurber, C. H.	Business Manager	918 10 St S	3-3303

# MAINTENANCE STAFF

Hansen, J. C.	Chief Custodian, MacLean Hall	810 10 St S	3-1797
Gavin, Thomas	Custodian, MacLean Hall	721 5 Av S	3-3664
Hafstad, Henry	Custodian, Ballard Hall	1109 14 St S	3-3658
Holsen, R. J.	Custodian, Campus School	305 Elm St S	3-3122
Myklebost, Lewis	Custodian, Wheeler Hall	902 3 Av N	3-2026
Olson, Carl E.	Custodian, MacLean Hall	703 14 St S	3-2162
.....	Custodian, Phy. Ed. Bldg.	.....	....
Rekansrud, Christ	Custodian, Campus School	1119 9 Av S	3-2703
Rice, Clarence	Custodian, Weld Hall	310 7 St S	3-1289
Carpenter, Emery	Buildings and Grounds	625 14 St S	....
Grier, Ben B.	Chief Engineer, Heating Plant	1023 8 Av S	3-0117
Grier, Duane	Engineer, Heating Plant	603 10 St S	3-2665
Jacobson, Carl	Engineer, Heating Plant	1216 2 Av N	3-1142
Jacobson, Roy	Engineer, Heating Plant	912 3 Av N	3-2323
Omoth, Ray	Engineer, Heating Plant	1317 4 Av N	3-3448
Ortner, Henry C.	Engineer, Heating Plant	712 16 St S	3-2706

# FACULTY DUES AND FEES

Faculty Association Annual Dues . . . . . \$ 2.00

Faculty-student activities fee (annual) . . . 15.00

All employees whose terms of service at M.S.T.C. began with the Fall Quarter, 1949, or subsequently are expected to purchase activity tickets; all others are encouraged to do so.

House dues. . . . 1 per cent of one month's salary

Faculty Social Committee

Faculty Personal Committee .

Minnesota Education Association annual dues 9.00

National Education Association annual dues 5.00

Membership in the M.E.A. and the N.E.A. is recommended but not required.

The dues and fees listed above are payable October 1st, with the possibility of making arrangements for deferred payment if desired.

# GROUP MEDICAL INSURANCE

The faculty of Moorhead State Teachers College is organized for group hospital and medical insurance under the Blue Shield and the Blue Cross. Miss Viola Petrie and Mr. Harold Addicott are members of the faculty committee in charge of this project.



## NEWS TO THE PRESS

Instructors and employees of the College are requested to give information for publication directly to the person in charge of furnishing such information to the newspapers.

## TEXTBOOKS

All students are expected to purchase books necessary for class use. The M.S.T.C. Student Exchange Bookstore, MacLean 108, serves as the agency for handling textbooks. Requisition forms for textbooks, available in the Bookstore should be filled out by the instructor, approved by the head of the division or department, and returned to the Bookstore *well in advance* of the opening of the quarter so that the books may be available for the first day of classes. It is suggested that faculty members investigate the supply of textbooks on hand before placing their orders.

## SELLING TO STUDENTS

Faculty members are not permitted to collect money from students for any material, books, syllabi, or services. Books and materials are sold through the Student Exchange Bookstore; all other money must be paid into the Business Office.

## STUDENT LOAD

The normal student load is 16 quarter hours of credit. A student is not permitted to carry more than 18 hours without authorization of the Council on Educational Policies, and then only in case his honor-point ratio is at least 2.0 for either the preceding quarter or for his entire record.

## USE OF BUILDINGS

Requests for the use of rooms for any scheduled activity for a recognized student club or organization of the College are made at the office of the deans (Dean of Men and Dean of Women). If janitorial help is needed in getting ready for the activity the Business Manager should be notified in ample time to make the necessary arrangements.

Faculty members are not authorized to make commitments for the use of college facilities, either room space or equipment, to outside organizations. Such requests should be referred to the Business Manager.

## AUDIO-VISUAL EQUIPMENT

Audio-visual learning and instruction aids have been assembled in the library. The recordings are available to faculty and students and may be withdrawn in the same manner as books or magazines. A listening unit has been established, and earphones can be secured by calling at the librarian's desk. Requests for projectors or other equipment for class use should be made to the Business Office.

## DUPLICATING AND STENOGRAPHIC SERVICES.

Duplicating and stenographic services are available to faculty members. Stencils should be turned in to the room adjacent to the College Post Office by 9:00 a.m. on the day preceding the time the mimeographed material is needed. If it is necessary for the stenographer to cut the stencils, the copy must be furnished in clear, readable form at least forty-eight hours in advance.



## THE COLLEGE LIBRARY

The library is located on the first floor of MacLean Hall. There are two large reading rooms, one of which contains the reference books and bound magazines. There is a separate room for current periodicals and a special reading and conference room reserved for faculty use. The general library books are located in stacks back of the loan desk. Except for the reserve section, all stacks are open to faculty and students. All records and films are housed in the library.

Books are usually loaned for two-week periods. Faculty members may borrow books for longer periods but not to exceed the duration of a school quarter. Magazines, except current numbers, are loaned for periods not to exceed three days; current magazines are loaned for over-night only.

Lists of new books received at the library are made frequently and distributed to all faculty members. Those books of professional interest are placed on the table in the faculty reading room.

Requests for books to be placed on reserve for class use should be made to the librarian well in advance of the date when the books will be assigned for reading. Blanks for this purpose may be secured at the loan desk. Instructors are urged to inform themselves of the number of copies of a book available before making assignments.

The building of the library collection is a cooperative activity of librarians, division and department heads, and instructors. Purchases should reflect alertness of interest and professional judgment of all concerned. Requests for the purchase of new books should be made through the division and department heads to the librarian.

## REPORTS, RECORDS, AND GRADES

Class cards are sent out from the Personnel Office to each instructor at the beginning of the term. No student is officially enrolled in a class unless the instructor has a class card stamped REGISTRATION APPROVED and bearing the student's name.

A class roll is not likely to be completed until the end of the first week of regularly scheduled classes, and therefore it is best to defer entering names in the class book until that time. This is the time also to make sure there is a card for every student and a student for every card. Class cards of students who drop a course are retained by the instructor to be marked 'W' (for withdrawal) at the end of the term.

Class record books for the year are issued by the Business Office to instructors upon request.

About the end of the fourth week of each term the Director of Admissions will ask each instructor for his class cards in order to make up the 'Official Record' sheets. Class cards will then be returned to the instructor. The 'Official Record' sheets, however, will be kept in the Office of Admissions, to be called for by the instructor at the end of the term when grades are made up.

At the end of the term, grades are reported in a twofold manner: (1) on the class cards (arranged in alphabetical order); and (2) on the 'Official Record' sheets. The instructor should make sure that his signature is on each card and each sheet. The 'Official Record' sheets cannot be stressed too much. They are kept in the vault; they constitute the source of all student scholastic records, and the basis for Veterans Administration payments; they must be accurate and complete.



Grades to be given include A, B, C, D; E for failure; Inc. for incomplete; and W for withdrawal after the fourth week of regular classes, with the date the student drops the course. A student is to be given an E rather than a W if he is failing at the time of the withdrawal (after the fourth week), or if he drops a course at any time without arrangement by his adviser. In special cases involving withdrawal by consent of the adviser after the first four weeks, a notice will be sent to the instructor by the Director of Admissions.

An instructor should give an 'Inc' in a course only when the work has not been completed as a result of *circumstances beyond the control of the student*. An 'Inc' will generally mean the student failed to take the final examination due to illness or emergency. Other factors, such as failing to submit papers or to complete projects shall be scored as 'E' grades, to be averaged with other marks for a final grade. The incomplete must be made up by the student in the next quarter of his residence. He should be told to fill out an application at the Office of Admissions and have it signed by the instructor. It is the student's responsibility to see that he completes the work in the time allotted. When the instructor turns in the new class card he should call at the office to add the grade and date to the proper 'Official Record' sheet.

No grade (except Inc) can be changed after it is reported to the Director of Admissions, unless for the correction of a clerical error. In such instance the change must be made on the 'Official Record' sheet by the instructor over his signature.

*Mid-quarter reports.* --Midway in each term, as indicated in a notice from the office, a report form, obtainable in the Office of Admissions, is to be filled out for each student whose work up to that time is a D or E. This report does not become a part of the student's permanent record, but is of great value in counselling. The deficient student is required to confer with his adviser and his instructor and get both signatures on his report form.

## STUDENT CLASS ABSENCES

### *Procedure to be Followed by Instructors and Advisers with Regard to Student Absences*

1. The individual instructor is responsible for keeping a record (in a regulation rollbook) of daily attendance in each of his classes.
2. Students will report excused absences to the instructor by means of pink slips from either of the deans or the college nurse, and the instructor is to record such excuses in his rollbook.
3. If a student is *approaching* either the maximum of unexcused absences or the maximum of total absences, it is the responsibility of the instructor to warn him and also to report the fact to the Student Personnel Office by means of the red "Report of Student Absences" card. The Student Personnel Office will send a copy of the instructor's report to the student's adviser, who may act at his discretion.
4. If a student *exceeds* either the maximum of unexcused absences or the maximum of total absences, it is the instructor's responsibility to report the fact to the Student Personnel Office, using a red card in the manner described above. The Student Personnel Office will send a copy of the instructor's report to the student's adviser and will also notify the student.
5. The student's adviser is then responsible for investigating the case, for advising the student of his right of appeal, and for recommending to the Board of Appeals what he believes to be a suitable course of action. This recommendation may be in the form of a written



memorandum, a phone call, or by personal contact, and should be made through Dr. Murray. The student, however, is the one who must appear before the Board if he wishes to appeal his case.

6. The action taken by the Board of Appeals is final.

*Note that:*

- a. The responsibility for enforcing the attendance regulations rests with the individual instructors and advisers, not with the Student Personnel Office.
- b. The attendance regulations are given in the Student Handbook.

Faculty members in doubt about any college procedures should consult those persons responsible for determining the specific procedure involved.

## STUDENT ORGANIZATIONS AND THEIR FACULTY ADVISERS

### *Departmental Organizations*

Art Club . . . . .	Matilda A. Williams
Dragon Masquers . . . . .	Allen G. Erickson
The Euterpe Singers . . . . .	Maude H. Wenck
Future Teachers of America . . . . .	G. D. Robbins
Kappa Pi . . . . .	Alice Corneliussen
Language Club . . . . .	Virginia Grantham
The 'M' Club . . . . .	Roy J. Domek
Rho Lambda Chi . . . . .	Alice Corneliussen
Women's Athletic Association . . . . .	Flora M. Frick and Jessie McKellar

### *Honorary Organizations*

Alpha Psi Omega . . . . .	Allen G. Erickson
Kappa Delta Pi . . . . .	G. D. Robbins
Major-Minor Club . . . . .	Flora M. Frick
Sigma Tau Delta . . . . .	Byron D. Murray
Sigma Alpha Iota . . . . .	
Alpha Phi Gamma . . . . .	Walter Seidenkranz

### *Religious Organizations*

Young Women's Christian Association . . . . .	Lois Ann Hanson
Lutheran Student Association . . . . .	Marion Smith, Evangeline Lindquist, and Otto Ursin
The Newman Club . . . . .	Alice Bartels
Intervarsity Christian Fellowship . . . . .	Lois Ann Hanson

### *Social Organizations*

Beta Chi . . . . .	Genevieve N. King
Gamma Nu . . . . .	Mrs. C. A. Glasrud, Mrs. T. E. Smith
Pi Mu Phi . . . . .	Mrs. Frederick Bierhaus
Psi Delta Kappa . . . . .	Dorothy Dodds
Owls . . . . .	Joseph Kise
Alpha Epsilon . . . . .	Marlowe E. Wegner

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